



CENTRAL MARIN SANITATION AGENCY

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ADMINISTRATIVE SERVICES MANAGER

SUMMARY

Under the direction of the General Manager, this position is responsible for all aspects of the Agency's financial and administrative functions. This position functions as the Agency's Chief Financial Officer, Human Resources Administrator, and Office Manager, and may be appointed as the Agency's Treasurer by the CMSA Board of Commissioners.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develop and direct the implementation of long-term goals, short-term objectives, and work standards and activities of the Administration Department.
- Develop, manage and implement administrative, financial, and human resources programs, policies and procedures, and work practices to meet Agency needs and comply with applicable laws.
- Oversee the Agency's ongoing financial function concerning liquidity and investment management, payroll, accounts payable, purchasing, cash receipting, accounts receivable, project accounting, inventory, fixed assets, and general ledger.
- Oversee the development and production of the Agency's budget and financial reports, including the Agency's long-term financial forecast, treatment charges revenue plan, and Capital Improvement Program, as well as routine budget-to-actual and cash flow reporting.
- Oversee and direct the preparation and review of the Annual Comprehensive Financial Report, Popular Annual Financial Report, State Controller's Office Financial Transactions Report and Compensation Report, including the completion of the required annual external financial audit.
- Perform and administer the Agency's debt financing, including new debt issuance and monitor compliance with all debt continuing disclosure requirements.
- Oversee the Agency's risk management activities, including procurement of sufficient insurance coverage and review of claim activity.
- Administer the Agency's comprehensive employee benefits program, including monitoring Agency's retirement benefit liabilities for sufficient funding, ongoing payments, and appropriate valuation.
- Select, train, evaluate, and monitor the performance of the Department's personnel.
- Represent the Agency in meetings with other governmental and regulatory agencies, auditors and other business partners.

OTHER DUTIES AND RESPONSIBILITIES:

Duties include but are not limited to the following:

- Research, prepare and/or direct the development of departmental technical and administrative reports and studies; prepare written material or hold presentations as necessary.
- Advise staff on procurement and public contracting processes to comply with financial policies.
- Interpret and apply the Agency's Personnel Policies and Procedures, Memoranda of Understanding with bargaining units and state and federal employment laws.
- Advise supervisors and managers on personnel matters.
- Represent the Agency on labor relations with employee bargaining groups; provides analytical support on labor relations matters.
- Prepare analyses related to classification, compensation, and succession planning.
- Assist Agency hiring managers with Agency recruitments and hiring processes.

- Assist the Agency's Health & Safety Manager with administration of the Agency's Workers' Compensation and Modified Duty/Return-to-Work programs.
- Manage electronic access to Agency financial systems, including Enterprise Resource Planning software, file share drives, online banking and employee benefits third-party administrator portals.
- Oversee timely and accurate installation of system hardware and/or software updates, test modules, databases, and other system modifications to ensure operational effectiveness. Ensures staff training on the use of new and modified hardware and software is provided.
- Oversee and assist in the maintenance of the Agency's disaster plan with respect to IT infrastructure.
- Oversee timely and accurate maintenance of Agency website and social media portal(s).
- Oversee the management of files and electronic documents in accordance with Agency policies.
- Support the General Manager in the review, preparation, and distribution of the Commission Agenda.
- Serve as the Recording Secretary for the Board of Commissioners, as required.
- Serve as the acting General Manager, as requested by the General Manager, or by the Board Chair in the absence of the General Manager.

SUPERVISORY RESPONSIBILITIES

Directly supervises the Agency's finance and administrative staff. Carries out supervisory responsibilities in accordance with Agency guidelines and policies, as well as applicable labor, regulatory and safety laws. Responsibilities include interviewing, preparing hiring recommendations, and training employees; planning, assigning, and directing work; tracking and authorizing time sheets; establishing staff work expectations, performance goals, and work plans; evaluating performance; disciplining staff; investigating, addressing and resolving personnel complaints and related problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience

Equivalent to graduation from a four-year college or university with major course work in accounting, finance, economics, business or public administration, or a closely-related field. Possession of an advanced applicable degree is desirable.

Possess seven years of financial, administrative or management experience in business or public administration, at least four years of which were in a supervisory capacity. Experience in a governmental or a public utility setting are highly desirable.

Interpersonal Skills

Ability to work cohesively in a team setting; Ability to interact with others (co-workers, supervisors, subordinates, vendors, and members of the public) in a professional manner; to accept constructive criticism from supervisors, peers, and subordinate employees; to recognize the need for, and to seek assistance or clarification as needed; to work independently; to handle work-related stress in a professional manner; to prioritize assignments and meet deadlines; to successfully balance life demands with work demands; to arrive at work as scheduled and to work the hours as agreed upon and scheduled.

Language Skills

Ability to read, analyze, and interpret complex documents. Ability to communicate and respond effectively to the most sensitive inquiries or complaints. Ability to write clear and concise reports, correspondence, and procedures. Ability to effectively present information in a variety of settings, and respond to questions from staff, management, customers, the general public, and the Board of Commissioners.

Mathematical Skills

Ability to apply mathematical concepts such as fractions, percentages, ratios, exponents, proportions, and present/future value to financial situations. Ability to use spreadsheet and database applications to manage financial operations.

Reasoning Ability

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret and apply government codes and regulations as it pertains to public sector finance and employment practices.

CERTIFICATES, LICENSES, REGISTRATIONS

A certified public accountant (CPA) designation by the American Institute of Certified Public Accountants (AICPA), or its equivalent is desirable.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to use hands and to talk or hear others in-person, on the telephone, or on the radio. An employee is required to sit for periods of time. An employee is frequently required to walk, kneel, and crouch. The employee must lift and/or move up 10 pounds, shoulder height. Specific vision ability required by this job includes close vision, color vision, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate, and typical of a business office with computers and printers operating.

Job Title: Administrative Services Manager
Department: Administration
Reports To: General Manager
FLSA Status: Exempt
Revision Date: May 2026